

The Civil Notes

The Farm Service Agency Civil Rights & Small Business Utilization Staff

Program Complaint & Inquiry Branch Receives Awards

Special points of interest:

- PCIB Receives Awards for 2002
- PCIB Completes Consent Decree Reviews in the following states:
- A tribute to Barbara Estes, PCIB staff member.
- The Disability Awareness Program forms the Disability Awareness Committee (DAC).

The Director of the Civil Rights & Small Business Utilization Staff, H. Steven L. Newbold II visited with the Program Complaint & Inquiry Branch (PC&IB) at its Montgomery, Alabama offices. Dr. Newbold assisted in distributing awards for the staff of which Dr. Carlton O'neal serves as Chief.

The group received awards for Participation & Leadership Provided for EEO Management Reviews. In addition to those awards, service completion awards were received by two staff members. Carnell McAlpine received an award for 25 years of dedicated service he has provided to the federal government. Mr. Charles Lewis received an award for 15 years of federal service.

CR&SBUS would like to congratulate these individuals as well as the entire staff of PCIB for their meritorious service.

Also joining Steven were headquarters staff members Christopher Sikes, Joseph Soles, and Dr. David Adams who accompanied Steven to receive Complaint Investigations training.

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H. Steven L. Newbold II, Director, meets with the PCIB staff.



Barbara Estes receives a certificate for EEO Management Reviews.

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CR&SBUS Welcomes New Staff



Latosha Jackson

Maryland. She currently resides in District Heights, Md and has been employed in the federal workforce for 7 months. Prior to coming to the staff, she was a Loan Servicing Representative at Chevy Chase Bank.

The Civil Rights Branch also has a new EEO Specialist. Mrs. Tracy Durr has been employed in

The CR&BUS would like to extend a welcome to several new staff members. Latosha Jackson, Administrative Assistant, Civil Rights Branch, is a native of



Tracey Durr

PCIB also gets a new member of its hardworking staff. Mrs. Johnell Bryant comes to the branch with 16 years of federal experience. She will be doing Fact Finding Inquiries, Consent Decree/ State Reviews, and maintaining the web pages for the PCIB.

the federal workforce for 15 years and comes to us from DOL as a Compliance Officer and Investigator. She resides in Frederick, Md with her husband and 2 sons.

PCIB Awards continued



The PCIB Staff poses for a group photo. (L-R) Carlton O'neal, Elvin Earthly, Richard Jones, Sharon Ervin, Patricia Gates, Ozetta Thomas, Barbara Estes, Carnell McAlpine, Olan Sanders, Carl Lewis, and Howard Goza.



(L-R) Carlton O'neal, Patricia Gates, and H. Steven L. Newbold II.



Olan Sanders



Elvin Earthly



Richard Jones



Howard Goza



Sharon Ervin



Carnell McAlpine



<- Charles Lewis

The PCIB Loses a Staff Member, Friend

The PCIB staff has lost one of its hardworking and dedicated members. On November, 2002, Ms. Barbara Estes passed after heart complications. She had 23 years of government service with 4 years being years spent working with the PC&IB. This issue is dedicated in memory of Ms. Estes and the condolences of headquarters and Kansas City staff members go out to the Alabama Staff. Ms. Estes will be sorely missed by us all.



I will put it in writing that she was probably the kindest person I ever met in my life."

*-Cleatus Robinson,
EEOB, EEO
Specialist.*

Program News

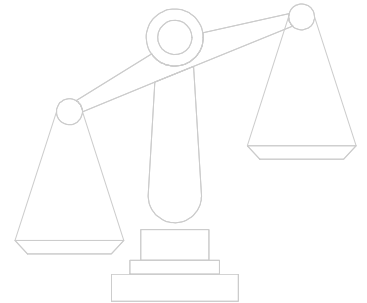
Federally Employed Women's National Training Program 2002

Catherine Thompson, the Farm Service Agency's Federal Women's Program (FWP) Manager, attended the 33rd National Training Program (NTP) sponsored by Federally Employed Women (FEW), from July 22 -26, 2002. The FEW NTP offers a unique training opportunity where consultants and government leaders can train employees on a number of different issues and topics within a course of a week. Some topics include computer and HTML classes, supervisory and leadership skills, dealing with stress, public speaking, negotiation skills, and diversity topics. Like other government agencies, the Department of Agriculture hosted an agency forum on Monday, July 22. A panel discussion was held in the morning which included Joe Colantuoni, the Acting Director of the Office of Human Resource Management; David Winningham, Director of the Office of Civil Rights; and Gilbert Sandate, Deputy Director for Employment, Office of Civil Rights. USDA employees were given the opportunity to ask panel members questions and state concerns. The USDA forum also hosted table top

discussions on various issues in which employees formulated recommendations for the Departmental FWP Manager to consider for the USDA FWP FY 2003 Work plan. Ms. Thompson will compile her notes from the NTP and send it out in presentation format to the field. In addition, this presentation will be offered during workshops given by the FWP Manager to WDC employees in late August.

Women's Equality Day, August 26

The Federal Women's Program sent out a presentation entitled, "Woman Suffrage and the 19th Amendment to the U.S. Constitution." The presentation included historic photographs and some interesting information about the suffragists and the movement. The presentation was sent to the workforce in WDC, as well as to the state Special Emphasis Program Managers (SEPMs) for distribution to the county offices



Hispanic Beat – May to August

"FSA Makes Strong Showing at National IMAGE"

FSA demonstrated strong support of the 30th Annual National IMAGE conference from May 26 to June 1 by involving itself in all aspects of the week-long event. The conference was heavily attended by agencies from the Department of Defense. The main sponsor of the conference was the Department of Air Force. Despite the Department of Defense's overwhelming presence at the conference, FSA created its own place in the week's festivities. FSA's most notable activities involved the areas of employment outreach and training.

In the area of employment outreach, FSA purchased an exhibitor's booth, making it one of about 45 exhibitors at the conference. FSA personnel from the Civil Rights Office and Human Resources Office in Washington, DC, the Personnel Office in Kansas City, and the State Offices in Kansas and Louisiana represented FSA in the booth during the conference.

Representatives at the booth spoke to many government and military employees looking for job opportunities outside of their current employer. Three hundred Hispanic students from middle schools and high schools also attended the career fair. FSA exhibitors handed out 200 copies of the FSA Recruitment CD-ROM, which contains detailed information about FSA's mission, job descriptions, student programs, and hiring initiatives. A listing of FSA job vacancies was also distributed.

The Chief of the Equal Employment Opportunity Branch (EEOB), Deborah Eyer, participated as a workshop trainer. The workshop was entitled "How to Market Your Equal Employment Opportunity Program." She facilitated the workshop on four separate occasions during the week. The training was well received, which resulted in her powerpoint presentation being sent by e-mail to over 50 of the attendees upon their own request.

For more information about the National IMAGE organization, visit their web site at www.nationalimageinc.org.

"FSA Gains Full-Time National HEPM"

Former HACU student and Student Career Experience Program (SCEP) participant Sean Clayton formally joined the Civil Rights and Small Business Utilization Staff (CR&SBUS) as a full-time employee. He assumed the responsibility of National Hispanic Employment Program Manager (HEPM) in mid-May following his graduation from graduate school. Sean was attending American University in Washington, DC, where he received his Masters' Degree in Public Administration (MPA) concentrating his studies on organizational diagnosis and change. The CR&SBUS welcomes Sean as a full-time staff member.

Hispanic Beat continued

"FSA Wins Seat on Executive Board"

This past May, the National Council of Hispanic Employment Program Managers (NCHEPM) held elections for open seats on its Executive Board. Sean Clayton, FSA National HEPM, was elected as the National Council's Treasurer. In addition to creating a financial structure and maintaining fiscal records for the organization, Mr. Clayton also sits on several committees for the council, the most notable being the Committee for Institutional Advancement.

The overall objective of the Committee for Institutional Advancement is to develop a network of contacts in the private sector and non-profit sector in an effort to share best practices when it comes to recruitment and employment of Hispanics. The committee's long-term goals include forming partnerships with some of the contacts they develop en route to forming a government-private sector career development program.

The National Council of Hispanic Employment Program Managers is an government-wide, interagency organization that works closely with the Office of Personnel Management, the White House, local and national Hispanic organizations in an effort to increase Hispanic representation in the Federal Government's workforce. Hispanics remain one of the two protected groups underrepresented in the federal workforce. For more information on the NCHEPM contact Sean Clayton at 202-401-7215.

"USDA Makes Big Splash at LULAC"

USDA displayed a strong push to become an active supporter of the League of United Latin American Citizens (LULAC) during the organization's national conference June 23 to June 29 in Houston, Texas. Attendees and presenters included Lou Gallegos, Assistant Secretary for Administration; Gilbert Sandate, Deputy Director of Employment for USDA; David Winningham, Director of the Office of Civil Rights; and Clifton Taylor, Director of Workforce Planning in the Office of Human Resource Management.

Attendees from FSA included Sean Clayton, National Hispanic Employment Program Manager; Jorge Comas, Hispanic Outreach Specialist; and personnel from Texas field offices including Cris Perez, a CED and member of the Southwest Regional Recruitment Team and John Smith, III, Agricultural Program Specialist.

USDA involved itself in many ways during the conference. The USDA Hispanic Emphasis Program Manager planned three days of activities during the conference including: a briefing to all

USDA employees on current and upcoming human capital/civil rights initiatives, an information resource guide for all Hispanic Employment Program Managers within USDA, and two days of programming for Hispanic Youth Leaders.

The LULAC conference also featured over 150 exhibits from both the public and private sector. USDA sponsored four exhibits: a USDA Careers exhibit, a USDA Grad School exhibit, an Agricultural Research Service (ARS) exhibit, and a Risk Management Agency exhibit.

FSA participated in the booth sponsored by the Risk Management Agency. While serving as a representative at the booth for FSA, Mr. Clayton handed out over 250 copies of the FSA Recruitment CD-ROM to students and federal and military employees. He also spoke one-on-one with many students interested in working for USDA, and collected several resumes from high quality candidates. (Since returning from LULAC, Mr. Clayton has kept in contact with those he received resumes from and forwarded some of the resumes to USDA agencies that more readily fit the students' job skills.)

The highlight of the LULAC conference was a keynote address delivered by Lou Gallegos, Assistant Secretary for Administration at USDA, during lunch on Tuesday afternoon. Mr. Gallegos outlined various outreach activities toward Hispanic Americans in which USDA is currently engaged. He also expressed his desire to sign sponsorship and partnership agreements with LULAC in an effort to further extend USDA's outreach and recruitment efforts within the Hispanic community.

If you are interested in obtaining a summary of the conference events and action items following the conference, contact Sean Clayton at 202-401-7215 or by e-mail at sean_clayton@wdc.usda.gov.



Native American/Alaskan Native Program

Holiday P. Jones, Native American/Alaskan Native Program Manager, hosted two Native American programs in July. On July 16, 2002, the Farm Service Agency's Native American Special Emphasis Committee presented an informative and interesting presentation on Native American Culture. The program was held from 11:00 to 12:30 p.m. at the South Building in the Back of the Cafeteria. The event was well attended by approximately 30 employees.

Debbie McBride of the Navajo Nation shared with us some very interesting information about her heritage and culture. She also showed a slide presentation of a traditional Navajo wedding. Further, Ms. McBride informed us that her father was very disappointed that he was unable to be the proud "father-of-the-bride" for a traditional Navajo wedding. Both Ms. McBride and her sister married out of the

Navajo Nation and they did not have traditional Native American weddings.

After her presentation, Ms. McBride entertained questions, and then she was presented with Certificate of Appreciation plaque. Later, all attendees enjoyed light refreshments. The Native American Special Emphasis Committee, would like to thank the Human Resources Division and especially Frank Riley and Bill Tito, for supplying the punch and cookies.

If you or your office would like to co-sponsor a special emphasis program or you would like to join the Native American Special Emphasis Committee, please contact John Davis on 202-401-7205.

WASHINGTON INTERNSHIPS FOR NATIVE STUDENTS (WINS)

On July 30, 2002, FSA's, Native American Special Emphasis Committee, sponsored a panel entitled, "Native American Culture and Experiences". Our program was held at the Whitten Building, Room 107-A, and an informative presentation was provided by four WINS students. The four students were Native American and they all interned with USDA for the **summer**. This program was well attended by approximately 40 FSA employees and WINS students.

The presentation was led by Zane Arpan who interned in the Civil Rights and Small Business Utilization Staff's office. Zane is originally from Eagle Butte, South Dakota, and he lived on the Cheyenne River Sioux Reservation for six years with his family. His family moved to and currently resides in San Jose,

California. Zane is a Junior at San Jose State University. He is a political science major with a focus in law. He plans to attend law school in the future with an interest in American Indian Law and corporate law. Zane is a member of the Lakota (Sioux), Six Nations Seneca and Cherokee tribes.

The other featured speakers were Christine Brown, Annette Saunooke, and Duane Meat. All of the students shared information concerning their heritage, culture and experiences as Native Americans in their hometowns and as students. Christine Brown read a poem she had written. The interns were presented with Certificate of Appreciation plaques and after the program, refreshments were served and enjoyed by all in attendance.

Women Employee's Advisory Council News

The Women Employee's Advisory Council, presented two of their speaker series. On July 31, 2002, at 1:00 p.m. at the Jefferson Auditorium, Dr. Rufus Houston from the "Holistic Health Care Center" discussed holistic health and its impact on career and life. Dr. Houston discussed his six concepts of wellness: absence of sickness does not necessarily equal health, the importance of prevention of disease, encouraging the use of holistic healing, using natural means to heal, personal responsibility for one's health and education for health.

On August 21, at 2:00 pm Room SM7 near the ESRA store in the South Building, Sub Basement, Ms. Dian Rowe from the Maryland Cooperative Extension, Baltimore County discussed "Ten mistakes Even Smart Women Make With Their Money". This program was so well attended that both women and men were outside the door waiting for someone to leave so that they would be able to gain entrance into the

discussion.

Ms. Row also discussed employee dedication and making USDA a place where all employees feel valued and accepted.



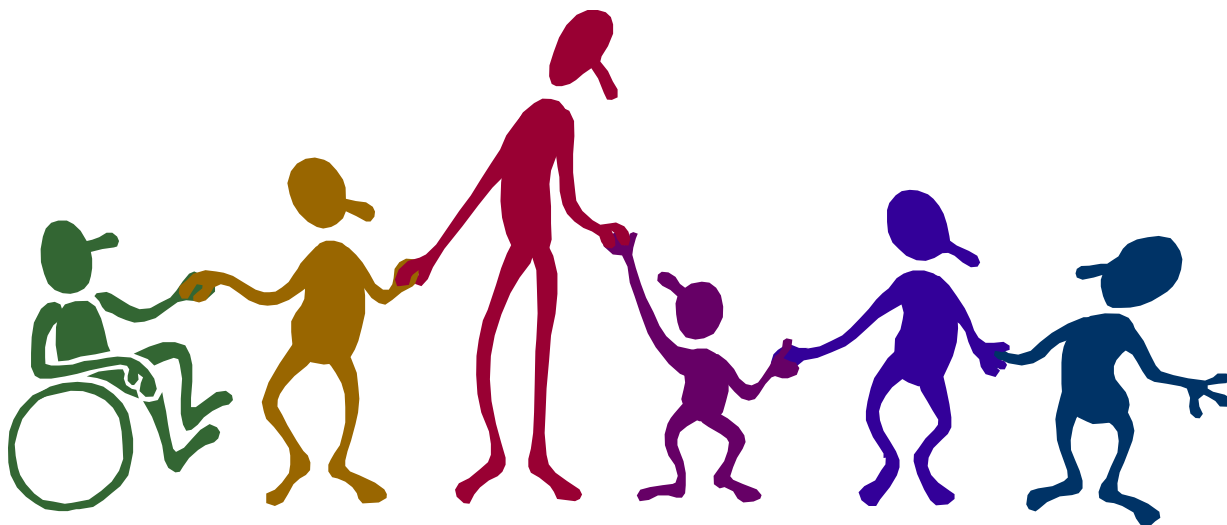
Disability Awareness News

The Disability Awareness Program recently assembled the Disability Awareness Committee (DAC). It is a committee composed of volunteers from various FSA mission areas and outside sources. The committee meets the first Tuesday of each month to discuss disability issues within the agency.

Cleatus Robinson, Disability Awareness Program Manager, along with the assistance of John Davis, EEO Specialist/Native American/

Alaskan Native Program Manager, solicited support from agency employees. The committee assembled for its first meeting on September 24, 2002.

Currently, the committee has several initiatives that it will be coordinating for FSA over the new fiscal year. Anyone wishing to participate on the DAC may contact Cleatus Robinson at (202) 401-7200 or e-mail him at Cleatus_Robinson@wdc.fsa.usda.gov.



Kansas City Hosts GLEAC Listening Session

The Secretary's Gay and Lesbian Employee Advisory Council (GLEAC) held its second listening session on August 8 in the Kansas City Complex. All USDA employees in the Kansas City area were invited to attend and meet members of this new council, learn about the council's activities, and provide input on how USDA can improve the work environment for gay, lesbian, bisexual and transgender employees.

Employees were introduced to council members Sharon Nance, Natural Resources & Environment (NRE), Bill Scaggs, Rural Development (RD), Melvin Fong, Food Nutrition & Consumer Services (FNCS), and Larry Durant, Farm Service Agency (FSA). Council members presented a brief background, including history/timeline,

Departmental initiatives, and Task Force findings. In addition, the council shared its Strategic Plan, Human Resources and Civil Rights applications and responsibilities, and presented a comparison of benefits available to domestic partners in the private sector versus federal service.

Council members addressed questions from employees and encouraged discussions geared to provide input on critical issues facing the gay, lesbian, bisexual and transgender community at USDA. An alternate session was provided later that evening at an area hotel to encourage maximum participation. GLEAC representatives impressed employees and supervisors with their professional presentations, informative material, and

BRANCH UPDATES

Civil Rights Branch News

Dr. Adams, Chief of the Civil Rights Branch completed the training of the S State Civil Rights Coordinator's training in Atlanta, Georgia on July 23-25, 2002. This group consisted of a very diverse group of employees; Coordinators, District Director, Administrative Officers, and others. We were impressed with the composition of the group and thought provoking discussions. The training involved an 8 hour session and 32 hours of self-study to satisfy the 40 hour requirement specified in the 18-AO Handbook. Based on the evaluations and post training feedback, the training was an overwhelming success. The training covered discussions on the roles of the Civil Rights Coordinator, Limited English Proficiency, Civil Rights Impact Analyses, and other real-time issues impacting program delivery. This training marks the beginning of a new era to properly training our field officials on conducting compliance and training impacting program delivery.

Members of the CRB and Director's staff were in Montgomery, Alabama during the week of August 23-26, 2002 receiving program investigation training, developing

the final report on the reviews of the adjudicated decision of the Consent Decree and planning Fiscal Year 2003 management reviews. Due to the Farm Bill, regulation changes are on the increase and the CRB is tasked with the development of an increased volume of Civil Rights Impact Analyses.

New Employee

Mildred (Millie) Wiggins will be joining the Civil Rights Branch. She was selected on September 16, 2002. She is coming to us via the Federal Reserve Board of Governors. Millie was a Research Assistant, of which her duties involving analyzing forecasting changes in the market as well as performing analyses on EEO issues at the Federal Reserve Board. In addition to her extensive experience in the Federal Reserve Board in the Civil Rights arena, she has extensive Civil Rights experience with Rural Development and subsequently to the Farm Service Agency. She is a certified mediator, a member of the Government Alternative Dispute Network and has affiliations with other professional associations. Let us welcome Millie!!!

EQUAL EMPLOYMENT OPPORTUNITY BRANCH UPDATES

Monumental things have taken place in EEO. On May 15, 2002, the Notification and Federal Employee Anti-discrimination and Retaliation Act of 2002 was signed. The Act will require that Federal agencies:

1. Be accountable for violations of anti-discrimination and Whistleblower protection law
2. To post certain quarterly statistical data relating to Federal sector EEO complaints filed with an agency on its public Web site
3. Require agencies to pay court settlements and judgments in discrimination and whistleblower cases from their own budgets.

This Act changes the face of EEO in the Federal Government. It forces accountability and implements consequences.

Here in FSA, we presented a proposal and

on August 23, 2002, submitted a Decision Memo to the Administrator to consolidate the SEPM, Civil Rights Coordinator and Outreach Coordinator into one full-time position in the state offices. If this is approved, it will mean that resources will be dedicated solely to these functions. We are anxious and hopeful that the outcome will be a positive one for EEO/Outreach and Civil Rights.

Progress has been made on the database that we have been working on and we are going make it available to all individual states. This will enable the SEPMs to conduct their own workforce analysis for both their state and county employees.

Thanks to all the SEPMs in the field for all their hard work!!! Keep the information coming.

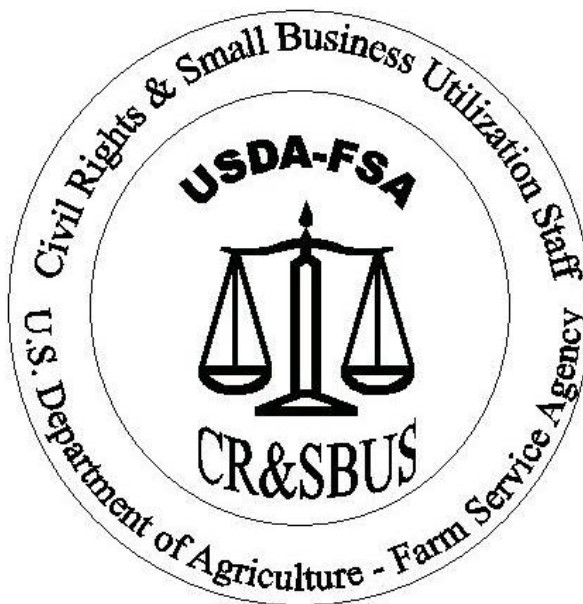
BRANCH UPDATES continued

Counseling and Mediation Branch News

EEO Counseling Poster

The initial distribution of MP-52, EEO Counselor and Mediator Poster was made in August 2002, and must be posted in a prominent location in all FSA offices. The EEO Counselor poster distributed in 2001 should be removed and replaced with MP-52. If you do not have a MP-52, please refer to Notice AO-1268 for ordering instructions.

The Counseling & Mediation Branch held Informal EEO Complaint training October 1-3, 2002 at the Kansas City Complex



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